

Microsoft Word Shortcut Keys

Keyboard shortcuts are usually the fastest way to do things in Microsoft Word. Use the following list to save yourself a few seconds doing the tasks you perform the most.

Key	Function
Home	Moves cursor to beginning of the line
End	Moves cursor to end of the line
Ctrl + Home	Moves cursor to beginning of the document
Ctrl + End	Moves cursor to end of the document
Ctrl + A	Highlights entire document
Ctrl + C	Copies highlighted text
Ctrl + X	Cuts highlighted text
Ctrl + V	Pastes highlighted text
Ctrl + Z	Undo – wipes out last change
Ctrl + Y	Redo – changes last undo
Ctrl + L	Aligns text to the left
Ctrl + E	Aligns text in the center
Ctrl + R	Aligns text to the right
Ctrl + J	Justifies text (even on both margins)
Ctrl + B	Sets text to bold (Ctrl + B a second time switches back to regular)
Ctrl + I	Sets text to italics (Ctrl + I a second time switches back to regular)
Ctrl + U	Sets text to underlined (Ctrl + U a second time switches back to regular)
Ctrl + Shift + >	Increases font size (Ctrl + Shift + period key)
Ctrl + Shift + <	Decreases font size (Ctrl + Shift + comma key)
Ctrl + F	Opens Find dialog box (to search for text)
Ctrl + H	Opens Replace dialog box (to search for text and replace it with different text)
Ctrl + Return	Insert a page break (Ctrl + Enter on some keyboards)
Ctrl + 1	Single spaces highlighted text
Ctrl + 2	Double spaces highlighted text
F7 key	Spelling and grammar check (F7 key is located at top of keyboard)

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